

**AEW CAREER OPPORTUNITY**

# **Fund Analyst**

## Private Equity Reporting Team

**LOCATION: BOSTON**

---

### **Main Purpose of the Role**

Responsible for providing reporting and analysis support to the Portfolio Management and Fund Operation teams, as well as quarterly reporting to investors.

### **Responsibilities**

- Prepare and analyze monthly and quarterly analyses for the Portfolio Management and Fund Operations teams.
- Prepare quarterly and ad hoc reporting to investors.
- Work closely with IT to leverage and enhance the reporting and analytics tools used for fund and investor reporting.
- Assist with creation and updating of investor records in customer relationship management software.
- Opportunity to work on other ad hoc projects with the fund team.

### **Skills/Experience Required**

- BS in Accounting or Finance required.
- 1-2 years of financial modeling experience preferred.
- Real estate industry experience a plus, but not necessary.
- Solid quantitative financial analysis skills.
- Experience interacting with corporate data models via MS Excel or other enterprise reporting tools.
- Demonstrated experience working with advanced MS Excel functions (pivot tables, lookups, index match, array formulas, etc.).
- Experience combining multiple data sets together for consolidated reporting.
- Strong attention to detail.
- Strong oral and written communication skills.
- Ability to work effectively and cooperatively as a team member.
- Ability to take direction and complete assigned work independently.
- Ability to work under deadlines in a fast-paced environment.
- Ability to provide input on improving existing processes.